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ABSTRACT

This booklet is designed to provide students with information on career planning, getting a job, and keeping a job. Discussed first are the importance of career planning and sources of career planning assistance. Guidelines are set forth for assessing one's own interests and abilities and developing short- and long-range goals. The major part of the booklet is devoted to guidelines and examples for use in preparing a personal data sheet, composing a letter of application, filling out a job application, participating in an employment interview, and writing a follow-up letter. Concluding the guide is a list of tips for holding a job successfully. (MN)

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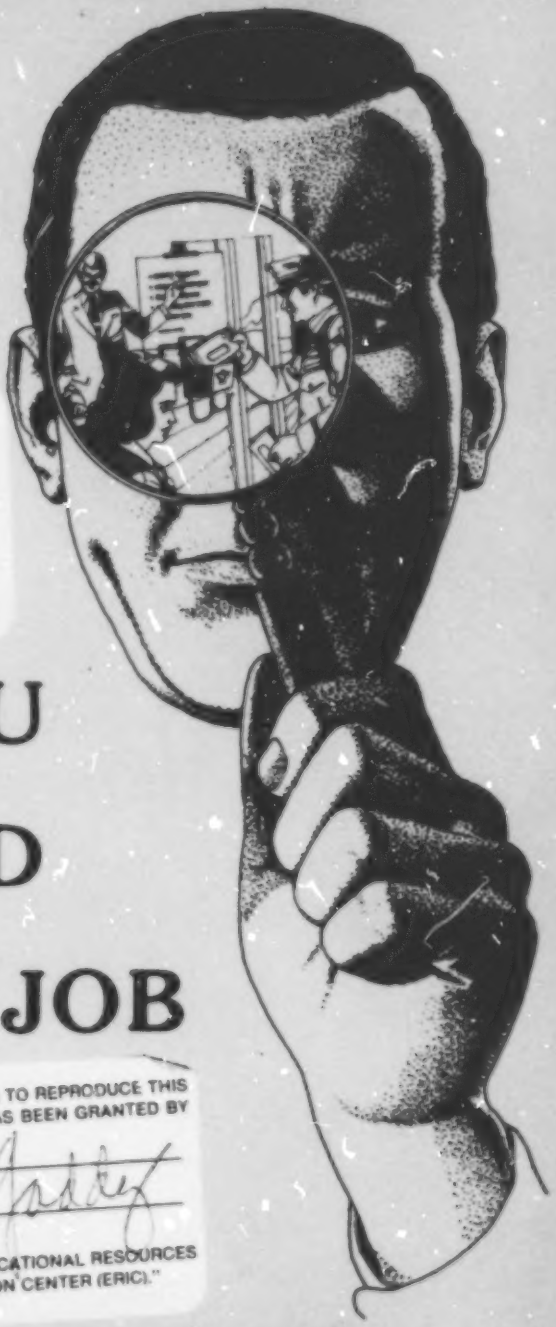

# YOU AND YOUR JOB

ED 240798

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ARKANSAS EMPLOYMENT SECURITY DIVISION

# YOU AND YOUR JOB

Material herein previously was published by the
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Material was written by Hilda R. Ruberg and Phillip E. Powell

For the next 40 years or more of your life, you are going to WORK TO EARN A LIVING. You will be spending almost half of your waking hours on a job. Selecting an occupation is serious business! Much of your happiness and sense of dignity and most of your earnings will depend upon your job.

Making a choice of an occupation or career can be complex and often is confusing. There are approximately 29,000 different jobs in 559 separate occupational groups in the American economy! Changes are taking place today in our economy which eliminate some jobs while creating others.

To help you with one of the most important decisions in life, this booklet with provide information on:

_ Career planning.

_ How to get a job.

_ How to keep a job.

**Why It Is Needed**

You are a senior soon to graduate from high school. During the past few years you may have made a *career* (the sequence of jobs and occupations that a person has for their life work) choice. Perhaps you know what job you want and already have a plan set in motion to reach that goal. On the other hand, maybe you are one of many thousands of graduating seniors who do not have a specific career goal.

YOU CANNOT AFFORD TO LEAVE THE CHOICE OF YOUR LIFE'S WORK TO CHANCE. Keep in mind that you will probably work eight hours a day, five days a week and perhaps 50 weeks a year on your *job* (a position in a particular work place). YOUR JOB IS GOING TO INFLUENCE YOUR WHOLE LIFESTYLE. It may help determine your friends, mate, home, car, clothes, hobbies, political ideas, personal values, clubs and reading matter.

**Sources Of Help**

About now you might be wondering where you can get help in career planning. There are many sources of assistance available. You should seek out each one and collect as much information as possible. Some of the sources of help can be:

- Guidance counselor at your school.
- The various *aptitude tests* that measure abilities or skills and the *interest inventories* that measure and match interests to occupations available. Ask your counselor or the local office of the Arkansas Employment Security Division (ESD), the State-Federal public employment service and unemployment insurance agency, about these.
- Talk to people working in various *occupations* (group of similar work experience found in more than one place of employment). Be prepared to ask these people probing questions. For example, what are the job's duties, education and training requirements for entry level positions, work conditions and future outlooks for employment.
- *Occupational Outlook Handbook.* Check with your library, school counselor or Arkansas Employment Security Division. This book has information on occupations including the nature of the work, places of employment, wages, training required, employment outlook, working conditions and sources of additional information.
- *U.S. Civil Service Commission.* The Commission has a *Federal Job Information Center* located in Little Rock at 700 West Capitol Avenue, Room 1319. This is the only office of this type in Arkansas. For further information call the *toll free telephone number* (phone number you can call free of charge even though it may be long distance). This number is 1-800-482-9300.
- Counselors at local offices of the Arkansas Employment Security Division.
- Teachers.
- Parents.
- Public and school libraries.

**Interests And Abilities**

Career planning involves evaluating your interests and abilities along with gathering information about specific occupations. Interest inventories measure your interests and matches these to different jobs. Abilities and skills can be measured by aptitude tests. Another way to evaluate your abilities and interests is talking to your teachers and school counselor. Think of subjects in school that you have especially liked. For example, if you enjoyed your science classes, you might want

to look closely at health occupations. You could investigate the wide range of professional, clerical and sales occupations in business if you did well in classes related to business. ABOVE ALL ELSE BE HONEST WITH YOURSELF ABOUT YOUR INTERESTS AND ABILITIES. A poor math student probably would not want to consider engineering in which a great deal of mathematics is required.

**Personal Needs**

It also is important to review your personal characteristics and needs as you think about a career. For example, you can begin by askng yourself these eight questions:

1. Do I like to work with others or alone?
2. Would I prefer variety or repetition in my work?
3. Would I be happy working in a job in which I got dirty, or is cleanliness of person and work place an important consideration?
4. Do I enjoy working outdoors more than indoors?
5. Would I be satisfied working under the direction of a supervisor or do I want to be my own boss?
6. Do I want to work regular hours or work on my own schedule?
7. What amount of income do I want?
8. What amount of leisure time do I want?

These are just a few of the questions you will need to think about in evaluating whether various occupations meet your personal needs. YOUR FIRST JOB PROBABLY IS NOT GOING TO IMMEDIATELY SATISFY ALL YOUR NEEDS. But you have to start getting work experience some time. You are not going to start at the top of an occupational ladder (the various steps in an occupation from entry level to the highest position) but rather you will begin near or at the bottom.

**Questions To Answer**

The answers to certain questions will be important as you read and talk to people about jobs. Let's look at some of them:

- How much and what type of education and/or training is needed to enter certain occupations?

- Which occupational fields will likely have the greatest increase in the number of jobs available?
- How do *earnings* (wages or salaries) in certain occupations compare with others in which similar training is required?
- How much competition will there be from other workers for jobs in which I am interested?
- What are the working conditions in different occupations?
- Which industries employ the greatest numbers of workers in the occupations which interest me?
- Where are the jobs located?
- What is the long range outlook for the occupation?

**Career Goals**

Some time soon you should make at least a tentative choice of an occupation. As you evaluate your decision, think in terms of your career goals. Don't sell yourself short! You can accomplish a lot if you are willing to work and have the right skills and attitudes.

**SHORT-RANGE GOALS**

What if the career you choose requires two, four or eight years of college and you don't have the money to go? Well, don't sit around and feel sorry for yourself. There are three or more ways to get the money. For example, you can:

1. Work part time and attend college part time.
2. Work full time and go to night school.
3. Investigate scholarships and loans available. Your school or Employment Security Division counselor can help you identify sources of financial aid.

If the career you choose requires skills you don't have, perhaps a vocational-technical school will offer the appropriate training. One may be located near you. Check with your school counselor or vocational teacher to find out more about them.

**LONG-RANGE GOALS**

You are not worried now about where you want to be career-wise five, ten or twenty years from now. However, you should think in terms of more than one occupation. EMPLOYMENT EXPERTS PREDICT THAT THE TYPICAL HIGH SCHOOL GRADUATE WILL WORK IN SEVEN DIFFERENT OCCUPATIONS DURING A LIFETIME.

## SCOTT PLANS AHEAD

Let's look at the career planning of Scott Arthur. Scott graduates from high school thinking that someday he wants to own a landscaping business. His long-range goal is to own a business. His short-range goals include:

- Working part time for someone in the landscaping business while in school.
- Taking courses at a college or a vocational-technical school related to landscaping.
- Finding a full-time job with a large landscaping company.
- Learning as much as he can about all aspects of the business.
- Saving money regularly from his income so that he can start his own business.

We don't know how long it will take Scott to get to his long-range goal. Perhaps he will even change his mind along the way. If so, he can set another long-range goal. Career goals can always be changed.

### First Steps

Let's assume you have chosen a career field and completed the necessary training. You are now ready to look for a job. Getting a job is an important step in your life. The better prepared you are, the greater your chances of succeeding. PREPARATION IS A BASIC PRINCIPLE OF SUCCESS. Consequently, everything that might be needed in finding and getting a job should be thought of in advance and prepared.

First of all, you must think in terms of emphasizing your best features when you go out to sell your services. Take "stock" of yourself. You will need to be able to complete a job application form and answer questions about yourself.

### Get It Together!

Don't start to look for a job until you have everything you may need put together in a *personal employment folder.* The following is a list of things you should have with you when applying for a job:

- *Social Security card.* You must have a social security card before you can start to work. If you don't have the card, get in touch with the nearest local office of the *U.S. Social Security Administration.*

- *Work Permit.* If you are under 16 years of age, you must have a work permit. After you have a job offer, you apply for one from the *Arkansas Department of Labor.* (The application form for a work permit may be obtained from the local ESD office.)

- Identification. Either a driver's license *(see You And Your Car)* for more detail or a birth certificate *(see You And Red Tape)* is required by most employers.

- References. You should have at least three *personal references* (people who are willing to tell others about your character and ability).

- *High school transcript.* Your high schooi transcript shows the specific classes and training you took and the grades you received. It can be helpful in completing job applications.

- High school diploma. A high school diploma is often requested by employers as proof of graduation.

- Certificates and awards. You should have with you any written form of recognition which can be shown to employers to document your accomplishments.

- *Personal data sheet or resume.* It provides prospective employers with the basic information on your personal, education and work experience background.

**Personal Data Sheet**

A Personal data sheet has three uses:

1. It is sent to an employer along with a letter of inquiry when searching for a job.

2. It is useful in completing job applications.

3. It can be left with an employer after an interview as a reminder that you are an applicant for a job.

A personal data sheet should be complete, accurate and attractive. It should be neatly typed on a good grade bond paper in a clear and concise form. Your personal data sheet should be easy to read. Remember that employers and their personnel department employees may read data sheets for several hours each day. You will stand a better chance if yours is concise and correct in every way – including spelling. If you plan to use the same data sheet for every employer, duplicate enough copies so that you can leave one with each employer. NEVER GIVE AN EMPLOYER A CARBON COPY!

Your personal data sheet should include:

- Personal information. For example, name, address, telephone number, date of birth, marital status and condition of your health.
- Work experience or history. List separately by job, the most recent work experience first. Be sure to include the name and address of employer, position and description of duties and dates of employment. If you have done volunteer work, describe it. Also add part-time jobs if you have never worked full time or have very limited full-time work experience.
- Education and training. List the schools you attended, your area of study or major and any diploma or certificate of completion of study.
- School activities. List such things as clubs, sports, groups you were in, offices held and special honors and awards. Remember school activities show an employer that you are the kind of person who wants to be involved.
- Interests and hobbies. These tell employers a great deal about you and the kind of person you are.
- References. Name three people who know you well enough to recommend you to an employer. Before using their names, you should ask these people if it is alright to include them as references. Don't use parents or your friends as references.

The sample personal data sheet that follows shows you how one might look.

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JULIE ANN WILSON

PERSONAL INFORMATION:

| | |
|---|---|
| Address: | 3322 Pine Tree Avenue<br>Anywhere, AR 43943 |
| Telephone: | 501/783-1217 |
| Birthdate: | March 6, 1956 |
| Marital Status: | Single |
| Health: | Excellent |

WORK EXPERIENCE:

| Employer | Position | From | To | Duties |
|---|---|---|---|---|
| Sterling & Associates<br>Big City, AR 43943 | Technician I | 7/1/75 | 9/30/76 | Architectual Drafting |
| Bonnie's Boutique<br>Anywhere, AR 43943 | Salesperson (part-time | 6/9/74 | 5/1/75 | Sales |
| Hamburger Heaven<br>Anywhere, AR 43943 | Salesperson (part-time) | 6/9/73 | 1/1/74 | Sales |

EDUCATION:

| School | Major | Date Completed | Degree |
|---|---|---|---|
| Arkansas High School | Business Education | 6/74 | Diploma |
| Roaring Forks Vocational-Technical School | Drafting | 6/75 | Certificate |

SCHOOL ACTIVITIES:
Future Business Leaders of America; President, Senior Class; Drill Team; Chorus.

INTERESTS AND HOBBIES:
Sports, reading, camping.

REFERENCES:
Mr. Lawrence McNair, Drafting Supervisor, Sterling & Associates, 1117 Fourth Avenue, Big City, AR 47856.

Mrs. Bonnie Richman, Manager, Bonnie's Boutique, 315 Seventh Street, Anywhere, AR 43943.

Mr. Bernard Stankavich, Business Education Teacher and Advisor, Future Business Leaders of America, Arkansas High School, 605 Park Avenue, Anywhere, AR 43943.

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**Letter Of Application**

There are times when trying to get a job that you will need to write a *letter of application*. This is particularly true in the following cases:

- When the employer you wish to contact lives in another city.
- When answering a want ad.
- As a *cover letter* (describes enclosures) when mailing a personal data sheet. (If you mail a personal data sheet to an employer without a letter of application, you may not get the attention you want. Many of the personal data sheets sent without a cover letter are not even read.)

The following six guidelines should be followed when writing a letter of application.

1. Type neatly, using care in sentence structure, spelling and puctuation.
2. Use a good grade of letter-sized white bond paper.
3. When possible, address your letter to a specific person (use *city directories* or other sources).
4. State exactly the kind of position you are seeking and why you are applying to the particular firm.
5. Be clear, brief and businesslike.
6. Enclose a personal data sheet.

Letters of application will vary somewhat depending on the circumstances in which they are used. The sample that follows is one way of writing such a letter.

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135 Patrice Lane
Big Town, AR 47801
September 10, 1976

Mrs. Phyllis Miller, Personnel Director
First National Bank
441 Magnolia Street
Large City, AR 45743

Dear Mrs. Miller:

My counselor at Arkansas High School, Ms. Emma Johnson, told me that you are interviewing young people to work as trainees in the bank's teller department. I would like to apply for one of these positions.

I am a graduate of Arkansas High School. As you will see on the enclosed personal data sheet, I took subjects in business education at Arkansas High School which should help me in this type of job. I am currently enrolled at Southwestern Community College in their evening program. I am taking business mathematics and business administration courses this semester.

During my senior year I had the opportunity to observe one of your tellers for two days as part of a work observation program at my high school. I feel that First National Bank would be an interesting and rewarding place to work.

May I have an appointment for an interview? You may phone me any day before 4:00 p.m. at 433-1212.

Sincerely,

Lloyd Simmons

Enclosure

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**Where Are The Jobs?**

Getting a job is not a simple process. THE MORE JOB OPENINGS THAT YOU ARE AWARE OF, THE GREATER YOUR CHANCES OF FINDING A JOB YOU WANT. The following is a list of places to go for assistance in finding a job.

- Arkansas Employment Security Division (ESD). There are 34 local offices of ESD and services are free. Jobs in Arkansas and elsewhere in the nation are listed by geographical area. ESD offers employment counseling.

- Private employers. Go in person to a business and ask for the manager or personnel director and tell him/her you would like to apply for a job.

- Want ads in newspapers. Must be followed every day to be useful. Most ads run several days but are actually filled the first few days.

- Private employment agencies. Look in the "Yellow pages" of your telephone book under "Employment Agencies". Anyone can use these agencies, but they charge a fee often based on a percentage of your annual salary or a percentage of the amount you earn the first month. In some cases the fee for placement is paid by the employer.

- Friends and relatives. The more people you make aware of your need for job, the better your chances of hearing about an opening and actually getting a job.

- Yellow pages of the telephone book. Lists businesses by type of product, service and/or geographical location. Can be helpful in locating jobs in particular industries which interest you.

- Schools. Some high schools have placement services that are available to all students. At schools without placement offices, go to a counselor or the cooperative education teachers.

- Army, Navy, Air Force, Marines, Coast Guard. See your telephone book under "U.S. Government" for the nearest offices. Jobs are usually open to all physically fit men and women 17 years of age and older.

- Union halls. These are listed in the yellow pages of your telephone book. Most craft trade unions take applications at these union halls.

- Federal, state and local government personnel offices. Look in the telephone book to find these listings. Federal listings are under "United States"; State listings are under "Arkansas-State of" and local listings under your own community.

**A Job Application**

Another procedure that you will need to know about in order to acquire a job is now to complete a job application. THE MANNER IN WHICH YOU COMPLETE A JOB APPLICATION CAN HAVE A GREAT DEAL TO DO WITH WHETHER YOU GET A JOB OR NOT. An employer will make assumptions about what kind of work you will do by the way you complete your job application. If your application shows you have the skills that the employer needs, he is more likely to call you in for an interview.

You should do the following when completing a job application:

- Read the entire application before you begin filling it out.
- Complete it in ink or use a typewriter.
- Answer every question that applies to you. (If a question does not apply, you may write *NA*, meaning not applicable, or draw a line through the space to show that you did not overlook the question.)
- Spell correctly. If you aren't sure about how to spell a word, try to use another word with the same meaning.
- A question on job preference or "job for which you are applying" should be answered with a specific job title or type of work. Don't write "anything". An employer expects you to state clearly what kind of work interests you.
- Be as neat as possible. The employer expects that your application will be an example of your best work.
- Complete it as quickly as possible.

There are many types of application forms and each place where you look for work may have a somewhat different one. Take along your employment folder with its records and personal data sheet to help you complete the application form.

**An Employment Interview**

A personal interview is usually a prerequisite to employment. THIS INTERVIEW IS PROBABLY THE MOST IMPORTANT SINGLE STEP IN GETTING A JOB. Applicants are usually nervous about their first interview. However, the interviewer understands your plight and will try to make you feel comfortable to ensure that the interview is good and fair as possible under the circumstances.

Before going for an interview, gather all the information you can about the firm, company or business where you are applying for a job. The more you know about it, the better able you will be to suggest ways you can be of service ot the prospective employer. At some point during the interview, you will be able to ask questions of the employer or his representative (manager or personnel department employee). It certainly will help if you at least know what the organization where you are interviewing manufactures, processes, services or directs.

**INTERVIEW TIPS**

How well you do in an interview has a great deal to do with whether you are hired. In many cases this will be the first person-to-person contact you have with the employer or his representative. The interviewer will try to assess your abilities and attitude during the interview. The rating or evaluation you get from the interview will have a lot to do with whether you get a job or not. Remember the following 12 tips when interviewing:

1. Go alone. If you take a friend or relative, the interviewer will think you are insecure.

2. Be on time or a few minutes early. If you are late the interviewer will wonder if he hired you whether you would be on time for work.

3. Dress appropriately (like the employer's workers). Look neat and clean. The interviewer will notice your hair, teeth, hands, fingernails, shoes and clothes.

4. Introduce yourself in a quiet, easy and confident way. The first part of the interview will set the tone. State your name clearly and why you are there. After this, let the interviewer lead the conversation.

5. Speak in a clear and pleasant manner. Smile during introductions and at appropriate times. But don't wear a "toothy" grin all the time.

6. Shake hands firmly if an offer to shake hands is made. Stand until you are asked to sit down. Say "thank you" as you take your seat.

7. Speak clearly and look at the interviewer when talking and listening. You can look around a little but don't stare into space or bury your chin in your chest.

8. Do not slouch or lean. Poor posture gives the interviewer a negative image of you. Stand and sit straight at all times without being stiff.

9. Try not to act nervous by playing with rings or buttons. If you act relaxed, the interviewer will think you are confident. But if you overdo it, he will think you are over confident or not interested.

10. Unless offered a cigarette, do not smoke. Never chew gum.

11. When the interview is completed thank the interviewer for taking time to talk with you.

12. Know about the company if possible and tell what you could do for the company if hired.

## INFORMATION TO GIVE

All interviewers will ask you some questions. If the interviewer invites you to tell him something about yourself, you might include the following:

- Where you were born and now live.
- Where you went to high school and what your major or curriculum was.
- Other education and training you have had.
- Special abilities you have.
- The work experience you have had.
- Your special interests or hobbies.

After you have told the interviewer these things, he or she will probably ask you some additional questions. The following 22 questions are typical of those asked by interviewers (all of these questions will not be asked any one person). You should become familiar with these questions and be ready to answer them if they are asked.

1. Did you enjoy school? Why?
2. Do you plan to continue your education? Why?
3. What wage or salary do you expect? (This may be a difficult question to answer. If you are unsure of what a job pays, you may want to respond with "average for the position" or "negotiable".)
4. What courses did you like best? Least? Why?
5. Do you feel your schooling helped you? How?

6. Have you ever had trouble getting along with people? If yes, why?

7. In what school activities did you participate? Why?

8. What are your hobbies?

9. What is your career goal?

10. What is your idea of a good worker?

11. Do you like working by yourself or with others? Why?

12. Is making money or helping others more important to you? Why?

13. What hours are you willing to work?

14. Do you like routine work?

15. What jobs have you enjoyed most? Least. Why?

16. Are you *mobile* or willing to relocate if necessary?

17. What position in our organization are you interested in? Why?

18. Why do you think you want to work for our organization?

19. What do you know about our organization?

20. What job in our organization do you want to work toward? Why?

21. What *fringe benefits* (compensation received by employees other than regular wages or salaries for time actually spent on the job) do you expect?

22. Can you accept constructive criticism?

When answering these questions, you should be truthful and to the point. However, you also should be positive in your answers. Do not criticize others, complain or discuss your personal problems. This is not to say the interviewer is not interested in you as a person. BUT THE INTERVIEWER IS LOOKING FOR THE GOOD POINTS IN YOUR ATTITUDES AND ABILITIES THAT WILL HELP HIM DECIDE IF YOU WOULD BE AN ASSET TO THE ORGANIZATION.

## QUESTIONS TO ASK

Interviewers expect you to ask some questions. If you ask good ones, the interviewer will know you are really interested in the job. Here are some questions you may want to ask if the interviewer hasn't provided the answers:

- What are the job duties?
- What do you expect from an employee?
- What are the hours?
- What are the opportunities for on-the-job training and additional education?
- What are the opportunities for advancement?
- What are the fringe benefits?

## NOW WHAT?

Remember that during an interview you also are trying to decide whether or not you will accept a job if it is offered. The interviewer realizes this and will be glad to know that you are trying to make the "right" decision.

Sometimes an interviewer will offer you a job at the end of the interview. If you are not sure you want the job, you should thank him for the offer and ask for a few days to think it over. Most interviewers will agree to this, but if they don't you will have to make a quick decision.

Many times an interviewer will want additional time to think some more about your application (possibly he/she also may want to interview others for the job you are seeking). In this situation, the interviewer will probably want to contact you later. Initiative on your part is important at this point and you should do two things:

1. Tell the interviewer you are very interested in this job and would give it your best effort if you were hired.
2. Tell the interviewer that you would like to call in a few days to see what decision has been made.

If the interviewer tells you he would rather contact you, accept this and thank him for the time he has spent with you.

After an interview in which an interviewer tells you he will contact you, don't be disappointed and give up. Instead, go home and write a short letter thanking the interviewer. Why? It puts your name in front of him one more time. Also, interviewers sometimes talk to many people before making a decision about who they want for a job. IF YOU FOLLOWED THE SUGGESTIONS WE MADE FOR THE INTERVIEW, SENDING THIS LETTER WILL GIVE YOU AN EXTRA ADVANTAGE OVER MOST APPLICANTS BECAUSE THEY WILL NOT DO THE SAME THING. Here is an example of a "thank you" letter.

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2010 Pine Street
Small Town, AR 49561
October 20, 1979

Mr. Gerald L. Jackson, Director of Personnel
Mid America Corporation
505 Overland Park Road
Industrial City, AR 46064

Dear Mr. Jackson:

Thank you for the time you spent with me yesterday discussing the possibility of employment as a machinist for your company.

I especially enjoyed the tour of the plant you arranged for me. It gave me a much better understanding of your operations and the duties of a machinist.

I am looking forward to hearing from you.

Sincerely,

Robert L. Washington

If you really want to work for an organization, be sure to write a letter of thanks to the interviewer.

Being able to hold on to a job requires some skills that are different from those needed for finding and getting a job. EMPLOYERS WANT EMPLOYEES WHO ARE CONTRIBUTING TO THE ORGANIZATION'S GOALS RATHER THAN MERELY TAKING HOME A PAYCHECK.

Employers say they want employees who have the following 13 characteristics:

1. Get along well with others.
2. Have skills and abilities.
3. Cooperative.
4. Initiative.
5. Dependability.
6. Good attendance.
7. Efficiency.
8. Reliability.
9. Loyalty.
10. Unselfishness.
11. Helpfulness.
12. Cheerfulness.
13. Perserverance.

Do you have all these characteristics? If not, you better get busy now and start developing the ones you are weak in or don't have.

Employers maintain that the following are the reasons that most people get fired:

- Unproductive.
- Carelessness.
- Unwilling to follow rules.
- Laziness.
- Absenteeism or tardiness.
- Trouble maker.
- Gives too much attention to outside interests.

- Lacks initiative.
- Has too little or too much ambition.
- Disloyalty.
- Is irresponsible.
- Lacks adaptability.
- Dishonesty.

How about it? Do any of these characteristics describe your work habits? If they do, eliminate them now!

**Success Tips**

Here are ten tips on how to increase your chances of being a success on your first job. You have probably heard some of these before, and you will probably hear them again. But they are worth repeating if they help you build a good job record and advance to a better position.

1. Get along with people. Respect other employees and their positions. Try to do your job and work together with others, but do not interfere.
2. Be responsible. A small amount of trouble can offset a great deal of good work.
3. Work hard. Employers like employees who get a lot of work done.
4. Be dependable. Every reasonable and ethical request of your supervisor should be a goal to achieve in your work. Try to do all that you are asked and then a little extra!
5. Be goal directed. All of your work-related activity should be designed to help your organization meet its objectives. If the supervisor sees you as contributing in your work toward the goals of the company, he will want to keep you on the job.
6. Concentrate on your job. Think about your work during regular work hours. Afterwards, you can think about other things.

7. Follow the general rules. Make a list of the things you do on your job like getting to work on time and performing basic tasks. Report regularly to your supervisor and find out how well you are doing. Ask him to help you identify ways to improve yourself.

8. Be loyal to your organization. Your employer expects it! To do this, check out your work with your supervisor, letting him know what you are trying to accomplish. Be willing to take his advise on what would be the best approach to getting your tasks done.

9. Be adaptable. Job situations often change. It is important to change with them. To do this, you must be willing to learn any new skills required to keep your old job or get a different one.

10. Be neat and orderly. Both in the way that you present yourself and in the way that you do your work.

About now you are probably thinking that selecting a career and getting a job and keeping it is more complex than you had thought. These things can be difficult to accomplish especially if you don't know how to proceed. A career is serious business and very important for your future well-being. Most goals in life require money to obtain them. You must earn the money to get what you want. But remember an income isn't the only reason to work. A job can help you develop your potential skills and be a means of personal growth and accomplishment. The work environment may satisfy some of your social and psychological needs such as contributing to the community, sense of belonging, friendship and security.

BY MAKING YOUR DECISIONS ABOUT A CAREER THROUGH A SYSTEMATIC AND LOGIAL PROCESS YOU INCREASE YOUR CHANCES OF SUCCESS. Prepare yourself for getting a job. Keep in mind that attitude may be a determining factor in whether you keep that job. Set your goals high and go as far as you can. You will never know what you can achieve until you try. Give it all you have got!

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